

**PHILIPPINE CONSULATE GENERAL
SYDNEY, AUSTRALIA**

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION OF PRICES

Sir/Maam:

Please submit your lowest price quotation for the following items individually described below and subject to the following conditions:

1. Quotations submitted to this office will be considered as a final offer. In the event that the price is acceptable, a properly accomplished and approved Purchase Order or Job Order will be issued to the supplier/contractor. The delivery date will be indicated in the Purchase /Job Order.
2. The Philippine Consulate hereby reserves the right to reject any/all offers and accept any/all offers it may consider most economical and advantageous to the Government of the Republic of the Philippines.
3. Goods/services supplied and delivered shall be subject to the usual inspection by the Consulate's internal auditor or duly authorized representative.
4. Payment will only be effected upon strict compliance with the usual prescribed accounting and auditing requirements.
5. Submission deadline is on before **03 March 2023**.

<i>Unit</i>	<i>Qty</i>	<i>Description</i>
bx5	40	A4 Copy Paper - White
rm	6	A4 Copy Paper - Pink
rm	6	A4 Copy Paper - Blue
rm	15	A4 Printer Letterhead
pk25	4	A3 Laminating Pouch 125mic
pk100	2	A4 Laminating Pouch 125mic
pk2	3	Battery 2007 /E90
pc	4	Essential Oil Freshmatic - refill
pc	4	Air freshener - refill
pc	1	Eyelet Punch 9717
pc	10	Alcohol 345ml
pc	4	Aluminum Foil 30cmx30m
pc	2	Bubble Wrap 467mmx50m
pc	1	External Drive 4TB 2.5"
pc	3	External Drive 2TB 2.5"
pc	10	Lever Arch File FC - black
pc	10	Account Book 5 Column

pk10	1	Stenographers Shorthand top open 100 leafs 225x152mm
pk5	2	Spiral Notebook A5 side open 100 leafs 210x148mm
bx50	4	Cash Register - Roll paper 76x76(3ply)
pc	100	Cash Register – Ribbon ERC30/34/38 B/R
pk10	2	CD Marker Pen (good quality)
pc	6	Document Frame A4 (good quality)
bx12	15	Foldback clips 15mm
bx12	10	Foldback clips 19mm
bx12	10	Foldback clips 25mm
bx12	10	Foldback clips 41mm
pk800	1	Plastic - paper clip 33mm
pk50	10	Plastic - paper clip 50mm
pc	48	Correction tape
bx12	3	Correction pen
pc	5	Dater self-inking 4mm shiny
pc	15	Dishwashing liquid 1L
pk8	5	Dishwashing sponge (good quality)
pc	15	Disinfectant and anti-bac wipes
bx250	7	Envelope C4 Gold
bx500	2	Envelope C5 g/kraft Peel n Seal
pk100	2	Letter files A4 clear Ref. 2004012
roll	2	Counter rolls 900mmx340m
bx250	60	Eyelets 5mm brass
bx100	7	Gold foil paper labels 45mm
bx50	30	Face mask – surgical (black)
bx50	10	Fastener - Metal No.3 (Arnos)
bx25	10	Fastener – Plastic (Armos)
pk100	2	Folder A4 Orange
pk100	2	Folder A4 Yellow
pk100	2	Folder Fsc Grey
pk100	2	Folder Fsc Orange
pk100	2	Folder Fsc Yellow
pc	100	Food Warmer 3hr fuel gel
pc	10	Disinfectant spray 300gm
pc	5	Hand sanitizing gel 500ml
pc	5	Hand sanitizer anti-bacterial 5L
pc	5	Hand wash liquid with tea tree oil 5L
pk4	10	Highlighter (assorted color)
pk	5	Toner M1212 (HP85A)
pc	4	Ink - 965XL Cyan
pc	4	Ink - 965XL Magenta

pc	4	Ink - 965XL Yellow high yield
pc	4	Ink - 965XL Black high yield
bx10	10	Pen 430 Med - Black
bx10	10	Pen 430 Med - Blue
bx10	10	Pen 430 Med - Red
bx12	5	Signo gel 153s 1.0mm - black
bx12	5	Signo gel 153s 1.0mm - blue
bx12	5	Signo gel 153s 1.0mm - red
bx12	3	Signo gel 153s 1.0mm - black refills
bx12	3	Signo gel 153s 1.0mm - red refills
bx10	2	Permanent Marker - Red
pk100	5	Fork 160mm wooden
pk100	5	Spoon 160mm wooden
bx500	2	Plate 230mm
bx1000	1	Plate 180mm
bx1000	1	Bowl 7"
bx500	1	Plastic Takeaway Containers Base Rectangular 1000ml
bx500	1	Plastic Takeaway Containers Lid Rectangular 1000ml
pk12	5	Post It 76x127mm
pk12	5	Post It 76x76mm
pk100	20	Parctone 89/90gsm Natural
pk5	15	Covid-19 Rapid Antigen Test kit
pc	40	Storage box 80030
pc	20	Storage box 80036
pc	1	Stapler long arm 398W x 43D x 53H mm
pc	5	Scissor 8"
pk8	5	Tape clear 18mmx66m
pc	10	Masking tape 48mmx50m
pc	10	Masking tape 24mm x 50m
pk6	3	Packing tape clear 48x75m
box	20	Interleaved towel
pk12	25	Kitchen paper towel tissue
bx20	2	Napkins 2ply 30x30cm white
pk24	50	Toilet tissue 3ply
bx24	2	Kleenex facial tissue 3ply
pc	3	Wireless mouse
pk	3	Wireless keyboard & mouse combo
pc	5	Grease oil 255g
pc	2	Extension Lead 15M black
pc	10	Ball Point Pen on Stand - black
pk50	1	Certificate Folders white corner mount gold foil front

TERMS OF REFERENCE IN THE PROCUREMENT OF OFFICE SUPPLIES

Procurement for the purchase of office supplies and other supplies and materials for use in the daily operations of the Philippine Consulate General in Sydney.

I. PROJECT OBJECTIVE

To ensure adequate office supplies and other materials of the Philippine Consulate General in Sydney necessary for its daily operations and efficient delivery of services.

II. SCOPE OF WORK/DELIVERABLES BY SUPPLIER

To provide/supply the required office supplies and other materials needed by the Consulate for its day to day operations.

To deliver the office supplies quarterly or as required by the office and based on the Purchase Order prepared by the Consulate. Payment shall be issued upon delivery of items.

III. REQUIREMENTS:

1. Delivery.

The Consulate shall issue the Purchase Request and Purchase Order for the office supplies. The requested office supplies should be delivered within two weeks upon receipt of the Invoice from the supplier.

2. Quality.

Office supplies should be new and not recycled products, and in good quality to avoid possible damages to the Consulate's equipment.

3. Warranty.

Supplies should be always covered by warranty as appropriate and replaceable if found defective.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The amount of **Twenty Five Thousand Six Hundred Eighty Seven and 37/100 (AU\$25,687.37)** will be paid on a quarterly basis and/or depending on the delivery of the office supplies.

For further inquiries, please contact the Philippine Consulate General in Sydney at sydney.pcg@dfa.gov.ph. The quotation may be submitted through email or delivered to:

To: Bids and Awards Committee Secretariat
Philippine Consulate General
Philippine Centre, Level I
27-33 Wentworth Avenue, Sydney
New South Wales, 2000

24 February 2023, Sydney